

CENTRAL INTELLIGENCE AGENCY

6/4/73

20505

Note:

OGC 73-0989

STATINTL Ryan's secretary, [REDACTED] has been excused from
STATINTL jury duty. I informed [REDACTED] of the above action.

21 May 1973

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Personal and Confidential

Honorable Joseph M. F. Ryan, Jr.
Superior Court of the District of
Columbia
Building B - Room 319
Washington, D.C. 20001

Dear Judge Ryan:

STATINTL In accordance with the policy agreement of March 16,
1973, it is respectfully requested that [REDACTED]
an employee of this Agency, be temporarily excused from jury
service. [REDACTED] is scheduled to be absent from the country
on official business for a six-month period beginning the first
week of June. He will be available for jury service after
December 1, 1973. If you need any further details, [REDACTED]
of my office (telephone number [REDACTED]) will be pleased to pro-
vide more information to you.

STATINTL I wish to thank you for your continued consideration
of the problems faced by this Agency in these matters.

[REDACTED]
Lawrence R. Houston
General Counsel

Enclosure

OGC:AEG:cap

Original - Addressee w/cy summons

✓ - JURY DUTY w/cy summons

1 - AEG Signer

1 - Chrono

SUMMONS FOR JURY SERVICE

STATINTL

STATINTL

SUPERIOR COURT
OF THE DISTRICT OF COLUMBIA

4TH AND E STREETS, NW
COURTROOM NUMBER 7

JUNE 05, 1973

845 AM

DATE

TIME

YOU ARE HEREBY SUMMONED BY THIS COURT
TO APPEAR FOR A TERM OF JURY SERVICE
TO BEGIN AT THE PLACE AND TIME SHOWN

PETIT JUROR

****520

By order
of the Court

JOSEPH M. BURTON

05/01/73

CLERK OF THE COURT

DATE

IMPORTANT NOTICE

1. Jurors who are not employed by the Federal or District of Columbia Government will receive for each day's attendance \$20 plus mileage at 10¢ per mile from residence to court and return. Government employees, both Federal and District, will receive their regular pay without deduction from other leave authorized by statute, plus mileage.

2. If there is grave illness in your family or a similarly serious problem which would cause an undue hardship or extreme inconvenience if you should serve as a juror, you must appear in person on the Monday immediately before the date shown above, at 9:30 a. m., at the place shown and explain the facts relating thereto. You will be free to depart from the courthouse as soon as the judge has ruled upon your excuse. Bring with you any supporting letter from your physician or other persons. This appearance will not entitle you to service or mileage fees.

3. If you are physically unable to appear on the Monday mentioned in paragraph 2 above to request excuse from jury service because of illness, you must notify the court immediately by letter, describing the illness. You should use the back of this form for your letter; and if you are under the care of a physician, the letter should be accompanied by a certificate from your physician.

4. Unless you receive a notice from this court granting a requested temporary excuse, or unless the court notifies you by card or phone to report at a different time, you must attend as directed in this summons. Failure to obey this summons may be punishable by fine and/or imprisonment.

5. Please fill out the enclosed card and return it at once in the enclosed free postage envelope whether or not you are, or wish to be, temporarily excused.

6. The U. S. Marshall has no control over the jury lists and cannot excuse any person from jury duty.